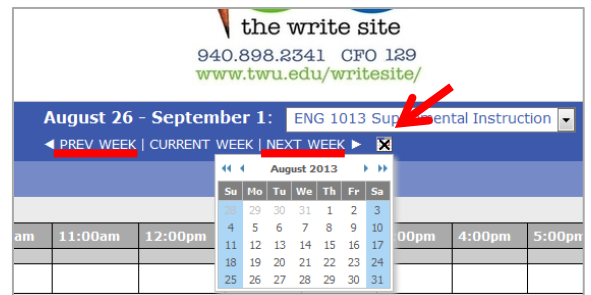


How to make a Write Site Appointment for English 1013 Supplemental Instruction

1. Go to <http://www.twu.edu/writesite> and find the section labeled “Make an Appointment”.
2. **If you have never been to the Write Site, you need to create an account with WOnline.** Click the link that says “Register here” and fill out the registration form using your TWU email address and password.
3. Once you have an account, log in to WOnline using your TWU email address and password.
4. After you log in, choose the English 1013 Supplemental Instruction schedule from the drop down menu at the top of the screen.



5. Use the “Previous Week” and “Next Week” buttons or the calendar to navigate to the day that works best for you.



6. Click on the white box that corresponds with the time of your Write Site visit. If a box is blue, it means that particular spot is already full.
7. Fill out the appointment form that pops up and click “Save Appointment” at the bottom. You should get the “Success!” window.
8. When you look back at the schedule, your appointment is now a lime green box.

08/26: MONDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm
1013.SI Test Tutor					
Allows 3 member groups					

9. If you need to cancel your appointment, log in to WOnline, click on your appointment, and click “Cancel This Appointment.” If you need to reschedule your appointment, cancel the appointment and make a new one.
10. If you have any trouble, please call 940-898-2341.